



DEPARTMENT OF THE ARMY
HEADQUARTERS, XVIII AIRBORNE CORPS AND FORT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310-5000

AFZA-GT-ET

15 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2016 (FY16) Corps Compensatory Time Management Plan

1. Attached is the XVIII Airborne Corps FY16 Compensatory Time Management Plan. This plan projects Federal holidays, Corps holidays, training holidays, half-day and payday activities schedules, in order to systematically program scheduled exercises or events around the compensatory time management plan.

2. Exceptions to this plan will be made on a case-by-case basis and should be submitted to ACofS, G3, for approval.

a. October 2015

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|------------------------|--------------------------|
| (1) Pay Day Activities | 2 October (Fri) |
| (2) Columbus Day | 9 – 12 October (Fri-Mon) |

b. November 2015

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|----------------------------|----------------------------|
| (1) Pay Day Activities | 6 November (Fri) |
| (2) Veteran's Day | 11 November (Wed) |
| (3) Corps Training Holiday | 13 – 15 November (Fri-Sun) |
| (4) Thanksgiving Holiday | 26 – 29 November (Thu-Sun) |

c. December 2015

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|-------------------------------|----------------------------|
| (1) Pay Day Activities | 4 December (Fri) |
| (2) Half-day Holiday Schedule | 14 – 18 December (Mon-Fri) |
| (3) Half-day Holiday Schedule | 21 – 24 December (Mon-Thu) |
| (4) Christmas Holiday | 25 – 28 December (Fri-Mon) |
| (5) Half-day Holiday Schedule | 29 – 31 December (Tue-Thu) |

d. January 2016

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|-------------------------------------|---------------------------|
| (1) New Year's Day | 1 – 4 January (Fri-Mon) |
| (2) Martin Luther King, Jr. Holiday | 15 – 18 January (Fri-Mon) |

e. February 2016

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|------------------------|---------------------------------|
| (1) Pay Day Activities | 5 February (Fri) |
| (2) Post-Super Bowl | 8 February (Mon/0900 work-call) |
| (3) President's Day | 12 – 15 February (Fri-Mon) |

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- f. March 2016
 - (1) Pay Day Activities 4 March (Fri)
 - (2) Easter Holiday 25 – 27 March (Fri-Sun)
- g. April 2016
 - (1) Pay Day Activities 1 April (Fri)
 - (2) Corps Training Holiday 22 – 24 April (Fri-Sun)
- h. May 2016
 - (1) Pay Day Activities 6 May (Fri)
 - (2) Memorial Day 27 – 30 May (Fri-Mon)
- i. June 2016
 - (1) Pay Day Activities 3 June (Fri)
 - (2) Army Birthday 17 – 19 June (Fri-Sun)
- j. July 2016
 - Independence Day Holiday 1 – 4 July (Fri-Mon)
- k. August 2016
 - (1) Pay Day Activities 5 August (Fri)
 - (2) Corps Training Holiday 19 – 21 August (Fri-Sun)
 - (3) First Day of School 23 August (Tue/0900 work-call)
- l. September 2016
 - Labor Day 2 – 5 September (Fri-Mon)

3. Point of contact is Mr. Lofton, Corps G3 Training, DSN 593-0247 or Commercial (910) 643-0247 or (910) 309-6833; email eric.l.lofton.civ@mail.mil.


STEPHEN G. SMITH
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: XVIII Airborne Corps 2015 (FY16) Holiday Schedule

1. XVIII Airborne Corps will operate on a half-day schedule from 14-18 December, 21-24 December, and 29-31 December 2015. Designated 4-day training holidays are 25-28 December and 1-4 January. The federal holiday for Christmas and New Year's Day will be observed on 25 December 2015 and 1 January 2016.
2. Duty Day. During the half-day schedule, the standard duty day begins at 0900 and ends at 1200. No training will be scheduled prior to 0900 nor after 1200; Physical training will be an individual responsibility, however O6-level commanders have the discretion to schedule organized physical training 0630 – 0900 hours during the half-day holiday schedule to enhance their Ready and Resilient Campaigns. Normal training, staff coordination, mission support, and readiness activities will be complete by 1200 daily. Leaders at all levels are expected to personally observe and enforce this schedule. Without exception, units will not implement a "day on, day off" schedule as an alternative.
3. When mission requirements dictate, commanders may direct mission essential Soldiers to work beyond the established hours. However, these personnel will be duly compensated. In general, after 1200 only staff duty personnel should remain in unit headquarters buildings.
4. Commanders should provide maximum opportunity for both Soldiers and Civilians to enjoy the holidays with their Families and friends. Civilian employees are encouraged to participate in the training holidays and half-day holiday schedule. Supervisors should approve appropriate requests for annual and compensatory leave accordingly.
5. Point of contact is Mr. Eric Lofton, G3 Training, Commercial (910) 643-0247 or email eric.l.lofton.civ@mail.mil.


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